



## THE STATE BAR OF CALIFORNIA COMMITTEE OF BAR EXAMINERS/OFFICE OF ADMISSIONS

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### TO: APPLICANTS TAKING THE JULY 2013 CALIFORNIA BAR EXAMINATION

#### SCHEDULE OF THE EXAMINATION

The General Bar Examination will be administered on Tuesday, Wednesday and Thursday, July 30, 31 and August 1, 2013. The Attorneys' Examination will be administered on Tuesday and Thursday, July 30 and August 1, 2013. Each day, there will be a morning and an afternoon session; each session is three hours. Applicants using laptop computers must be seated no later than 8:20 a.m. All applicants must be seated no later than 8:30 a.m. The examination will begin immediately following the instructions. You should plan to arrive at least twenty minutes early to locate your assigned section or room. You must be seated no later than 1:40 p.m. for the afternoon sessions and instructions will begin promptly at 1:45 p.m. The examination will begin immediately following the instructions. The examination is scheduled to conclude each day at approximately 5:00 p.m.; it may be earlier or later depending on when the examination started. Applicants granted extended time may have different schedules, which are communicated to them individually in advance of the examination.

#### DESCRIPTION OF THE EXAMINATION

The General Bar Examination consists of two sections: the written section, consisting of six essays and two Performance Tests (PT), and the 200-item Multistate Bar Examination (MBE). An applicant can earn up to 100 raw points on each of the six essays and up to 200 raw points on each PT. Scaled MBE scores are reported on a 2000-point scale, and scores on the written portion of the examination are scaled to the MBE and reported on a 2000-point scale. The written section is weighted 65% of the total, the MBE is weighted 35% of the total, and the passing score on the examination is 1440.

The Attorneys' Examination consists of the six essays and two PT's from the General Bar Examination. An applicant can earn up to 100 raw points on each essay and up to 200 raw points on each PT. Written scores are scaled to the MBE and reported on a 2000-point scale. The written section is 100% of the total, and the passing score is 1440.

All examination answers will be graded, including those from applicants who, for whatever reason, do not complete the examination in its entirety.

The Committee of Bar Examiners (Committee) is the sole judge of the validity of the examination and, at its discretion, may determine that the result of any test or any part of any test or any individual's score is not valid.

Should the Committee invalidate any part of the test, or if any individual's test is declared invalid or for any reason any part of the test cannot be graded, the Committee may, at its discretion, decide to make a pass/fail decision on the basis of the valid portion of the applicant's test product available to the Committee.

If you are an attorney who has been approved to take the Attorneys' Examination (2-day examination), the words "2-Day Exam" should be printed on your admittance ticket. If those words are not printed on your admittance ticket, you are scheduled to take the 3-day General Bar Examination. Requests to change from the 2-day examination to the 3-day examination, or vice versa, cannot be honored after the final filing deadline for applications.

#### EXAMINATION ADMINISTRATION RULES AND POLICIES

Failure to follow oral and written instructions while the examination is in session will result in notice to the Committee of a violation of examination rules in accordance with the provisions of Title 4, Division 1, Chapter 6 of the Rules of the State Bar of California (*Admissions Rules*). Conduct that results in a violation of security or disrupts the administration of the examination, which includes, but is not limited to, carrying unauthorized items into the examination room (such as cell phones), writing or typing after time has been called, looking at another applicant's papers, talking while the examination is in session, being abusive to other applicants, staff, proctors and/or other examination personnel, will result in notice to the Committee of a violation of examination rules or, in some cases, dismissal from the examination test center. Applicants are expected at all times to maintain a professional attitude toward other applicants, staff, proctors and other examination personnel. Behavior that is disruptive will be reported to the Committee for whatever action it deems appropriate.

**During the written sessions you may bring only the following items into the examination room without prior approval; all items are subject to inspection:** pencils and pens; silent analog watches, non-digital timers and clocks measuring 4" x 4" or smaller; rulers; paper clips; highlighters (must not be used on answers); inhalers; disability-related items that have been approved through the testing accommodations petition process; eyeglasses (no case); ear plugs or plastic material normally associated with the sport of swimming (must not be connected); feminine hygiene items; medicine; diabetes-related equipment (not food/drinks); Government-issued ID; cash, credit/debit cards that might

be needed for the lunch break (you are not allowed to bring a wallet into the test center); and keys. You may also bring: the admittance ticket with no writing on it; back support; a pillow without a case; one bookstand; one foot rest; splints and braces; crutches; wheelchairs; casts; hearing aids; TENS units; and, the following laptop accessories: separate keyboard, mouse (wired or wireless), laptop riser/stand no higher than 4" and solid color mouse pad with no writing on it.

**During the MBE sessions, you may bring only the following items into the examination room without prior approval; all items are subject to inspection:** admittance ticket with no writing on it; pencils; silent analog watches, non-digital timers and clocks measuring 4" x 4" or smaller; inhalers; splints and braces; crutches; wheelchairs; casts; hearing aids; TENS units; disability-related items that have been approved through the testing accommodations petition process; eyeglasses (no case); ear plugs or plastic material normally associated with the sport of swimming (must not be connected); feminine hygiene items; medicine; diabetes-related equipment (not food/drinks); Government-issued ID; cash, credit/debit cards; and keys. **Pencil sharpeners and separate erasers will not be allowed into the examination room. Applicants should bring several sharpened pencils.**

**If prohibited items are brought into the examination room either on purpose or inadvertently, they will be confiscated and not returned, you will receive a Chapter 6 Notice and, possibly, additional sanctions imposed by the Committee. In accordance with the Committee's policies, you will receive a score of zero for any session during which you are found to have brought an unauthorized electronic device, such as a cell phone, into the examination room and any additional sanctions the Committee may impose.**

If you wish to bring items into an examination test center that are not listed above for either the written or MBE sessions, you must file a petition for testing accommodations using the Committee's forms in conformance with the Committee's policies and deadlines. (This includes back support, pillows and foot rests during the MBE sessions.) Permission to use specific items will not be granted as a matter of convenience or preference. Applicants cannot bring gum, candy or other food or drinks into the examination room, unless such accommodations are approved. Water will be available nearby.

### **TEST CENTER ENVIRONMENT**

While every effort will be made to keep the environment of the test center comfortable, there are times when events happen beyond the control of the Committee. For instance, the temperature of the test center may fluctuate due to the weather or the test center's cooling/heating equipment. Therefore, applicants should be prepared for either warm or cold temperatures. Additionally, efforts will be made to keep the test center quiet, but there may be

forces outside the control of the Committee so that such an environment cannot be guaranteed. You should come prepared to accommodate other noises, such as those made by other applicants taking the examination, proctors carrying out their duties, equipment inside or outside the test center that may make sounds while operating, other meetings or conventions in the same facility, etc. Ear plugs are strongly recommended.

### **LAPTOP COMPUTER USERS**

After you have been notified your admittance ticket is available for printing, you are eligible to have your laptop computer certified for use during the examination. The required security software must be downloaded onto your computer and the certification process must be completed by Friday, July 19, 2013. The Laptop Computer Program Bulletin for each examination, which is found on the State Bar's website, contains the details for participation in the program. Technical assistance will not be available at the test center. You must be prepared to handwrite your examination answers if the software or your computer is not working, or if electricity is not available.

If you are using a laptop computer to take the examination, it is your responsibility to timely upload your exam files containing your answers to the six (6) essay questions and two (2) Performance Tests (1 exam file for each written session for a total of 4 exam files). All exam files must be uploaded in compliance with published procedures, instructions and deadlines. If you fail to upload your answer files by the published deadline, a deduction of ten scaled points will be taken from your total written scaled score. If you fail to upload your answer files within two (2) weeks of the published deadline, you will be given a grade of zero (0) for each answer not uploaded timely.

### **GENERAL INSTRUCTIONS**

1. Your admittance ticket contains your applicant number and your file number. Do not write on the ticket. You will be required to show your ticket to the proctor when you enter the test center. You must keep it in your possession throughout the examination.
2. If items other than those allowed are brought to the test center, you will be required to leave them at your own risk outside of the examination area. The Committee assumes no responsibility for the safekeeping of items that you bring to the test center. You are not permitted access to those items while the examination is in session.
3. You should bring any permitted personal items, e.g., medication, hygiene items (i.e., eye solution and feminine products) and other necessities, into the examination area in a small, clear plastic bag.
4. Signs will be posted showing seating assignment by examination application numbers. You must occupy the same seating space throughout the examination.

5. Upon arrival at your seat, you will find an identification badge that will be your identification credential during administration of the examination and which you may be required to show at any time. The badge must be fastened so it can be easily seen by the proctors, and if it isn't, you will be told to relocate the badge. The badge must be left at your seat during the lunch break.

6. At some time during administration of the examination, you will be required to provide your fingerprints. If an applicant refuses to provide the required fingerprints, a Chapter 6 Notice will be issued to him/her.

7. At some time during the examination, you will be required to show a government-issued ID card that has your photograph, such as Driver's License, California Identification Card or Passport, for the purpose of verification of identity. You must carry this photograph ID card at all times during the examination.

8. At the beginning of the Essay and PT portions of the examination, you will be instructed to write your applicant number and name in the upper right hand tab of each of your answer book covers. Do not make notes or outlines on your answer book covers. Prior to grading, the tab containing your personal information will be removed after a code number has been assigned and stamped on each answer cover and tab. Thereafter, answers are identified by code number only; nothing about an individual applicant is known to the Graders.

9. You are not allowed to make notes from memory prior to the start of the examination session. Scratch paper will be distributed for the Essay and PT sessions of the examination. Scratch paper is not permitted during the MBE portion of the examination.

10. There is a separate answer book for each written question of the examination, which is numbered to correspond to the number of the question. If you are handwriting your answers, you must be certain that the answer to Question No. 1 is in the book for Question No. 1, etc. Answers written in a wrong book (or typed in the wrong question screen) require special handling and the grading of an applicant's answer could be delayed as a result.

11. If you need additional scratch paper or lined paper to write your answers during the examination, raise your hand and a proctor will provide you with what you need. Nothing written on scratch paper will be graded.

12. If you are handwriting, you should do so as legibly as possible. A ballpoint pen, with blue or black ink, must be used to write your answers. Answers written in pencil are not acceptable. Only pencils may be used for the MBE. Neither highlighters nor white-out may be used on your answers to the written portions of the examination.

13. All answers to the MBE portion of the examination must be placed on the answer sheets provided. Extra

time to transfer answers will not be granted. Only answers marked on the answer sheets will be graded.

14. Examination questions and used scratch paper may not be taken out of the examination room. After completing the examination, all examination questions and used scratch paper must be placed in the envelope designated for that purpose.

15. If you handwrite your examination answers, it is your responsibility to turn in your written examination answers to the proctors. If an applicant leaves a test center with his/her answers, the answers will not be graded.

16. The examination is electronically timed and the official time is kept by the announcer. Applicants are encouraged to keep track of their own time; wall clocks are not provided. During the instructions at the beginning of each session, you will be advised of the courtesy time warnings that will be given. Any failure on the part of the announcer to give the planned warnings will not affect the outcome of the examination or the grading process.

17. Timing devices, i.e., watches and clocks, brought into the examination test centers are to be used solely for the determination of the passage of time. They cannot have a digital display, must be absolutely silent and cannot be larger than 4" x 4". Timing devices that are programmable and/or that make noise are not permitted. If found, they will be confiscated and not returned, and the applicant will receive a Chapter 6 Notice.

18. Writing and typing of answers must be completed when time is called. Please note that extra time is not granted to any individual applicant for any reason. If you attempt to write anything after time has been called, you will receive a Chapter 6 Notice.

19. Restrooms and water will be available at each test center. You should use the facilities before taking your seat so that you do not miss the instructions prior to the start of each session. Extra time to use the restroom will not be granted. You will not be permitted to use the restroom or leave your seat during the last several minutes of the examination (5 to 15 minutes depending on the session). After time is called, you will **not** be permitted to use the restroom or leave your seat until all materials are collected and inventoried. If you fail to remain seated after being advised to do so or while the examination materials are collected and inventoried, you will receive a Chapter 6 Notice.

20. If you are leaving your seat for any reason, you should be considerate of others who are taking the examination, who may be disturbed by the scraping of chairs, heavy footsteps, or conversation just outside the examination area.

21. If you leave the secured examination area during the examination session, you will not be permitted to return for the purpose of completing your examination answers.

22. At laptop computer test centers, laptop computers may not be disconnected from electrical outlets or removed from the examination hall while the examination is in session, even if you have completed the examination for that session. You must wait until the examination session has concluded and applicants are dismissed before retrieving your computer.

23. The proctors' chief function is to proctor the examination; however, if summoned, the proctors will attempt to assist with any problems that may arise.

24. If there is an emergency of any kind, you should remain seated and wait for instructions on how to proceed.

### **NO SMOKING**

Smoking is prohibited at test centers that do not allow smoking in accordance with city ordinance.

### **EXAMINATION ATTENDANCE POLICY**

If you do not attend a required, scheduled examination session, you will not be permitted to attend the remaining examination session(s). For instance, if you are absent for the Tuesday morning session, you will not be allowed to take any remaining sessions of the examination. Applicants must make a good faith attempt to complete each portion of the examination for which they are present. Failure to do so may lead to receipt of a Chapter 6 Notice and being prohibited from attending any remaining examination session(s).

Applicants taking the Attorneys' Examination will be allowed back into the examination test center on Thursday morning if they were present for both morning and afternoon sessions on Tuesday.

### **LATE ARRIVAL TO TEST CENTER**

If you arrive at the test center after one (1) hour of testing time has elapsed, you will not be permitted to enter the test center.

### **MORAL CHARACTER**

The *Admissions Rules* require a positive moral character determination before the Committee may recommend that an applicant be admitted to practice law. The process is initiated by the filing of the Application for Determination of Moral Character. The processing of these applications generally takes a minimum of 180 days and sometimes longer to complete. If you have not already filed a moral character application, you should do so now to avoid delays in your admission to practice law if you are successful on the California Bar Examination. The application must be filed online through the State Bar's website at <http://admissions.calbar.ca.gov>.

### **ADMISSION STATUS SCREEN**

Admission Status Screens (Status Screen) provide applicants with information regarding which admission requirements have been met and which are pending or not yet satisfied.

You may access your Status Screen through the online application system, which most applicants use to apply for the examination. Applicants are able to log into the system by providing their login and password. Applicants who did not submit their application online can use the screen, but will need to set up an account the first time they access it.

### **DUPLICATE ADMITTANCE TICKET**

You will be able to print a duplicate admittance ticket from your Status Screen.

### **FURTHER COMMUNICATION**

For particular questions regarding your status or the other requirements for admission, you should contact the State Bar's Office of Admissions in writing. Email communications are not permitted. If you need to contact the office by telephone, however, the following numbers are provided:

Los Angeles                      San Francisco

Applicant Services            (213) 765-1500    (415) 538-2300

### **CALIFORNIA BAR EXAMINATION RESULTS**

Results from the examination are scheduled to be mailed to applicants on Friday, November 22, 2013. If your address changes between the time you first filed your application and November 1, 2013, please remember to submit a change of address form, which is available online at <http://admissions.calbar.ca.gov>. Address changes received after November 1, 2013, will not be used as the address for sending results.

Applicants will be able to determine whether their names appear on the pass list beginning Friday, November 22, 2013 at 6:00 p.m. (Pacific Time), through the State Bar's website at <http://admissions.calbar.ca.gov>. Applicants will need their File Number and Applicant Number as shown on their admittance tickets and ID badges to access the pass list. The pass list becomes public on Sunday, November 24, 2013.